

Sara A Younggren
559-430-4452

Objective

Hard working, enthusiastic professional seeking position which can both challenge and reward with the opportunity for growth and longevity.

Education

Sacramento State 2004-2008 Major: Psychology
Sacramento, CA

Yuba College 2003-2004 Major: Nursing
Marysville, CA

Work Experience

Iron Steaks, 10/12-04/13, Server
Sacramento, CA

Ensured the upmost fine dining experience through professional, knowledgeable customer service.

- Provided excellent customer service
- Greet customers upon arrival
- Make reservations
- Receive and process customer order
- General cashier duties
- Serve customer according to preferences

The Belvedere Restaurant, 1/12-9/12, Hostess/Server
Los Angeles, CA

Ensured the upmost fine dining experience through professional, knowledgeable customer service.

- Greet customers upon arrival
- Make reservations
- Receive and process customer order
- General cashier duties
- Serve customer according to preferences
- Provided excellent customer service

Global Solutions, Inc, 1/11-1/12, Administrative Assistant
Los Angeles, CA

Provided a productive and efficient business environment. Created relationships with pre-existing customers, new customers, and businesses to ensure elongation of services.

- Produced business proposals to new clients.
- Up-sell products and services in order to increase profitability.
- Handled and maintained orders, finances, business accounts.
- Handled modifications of contracts and proposals which took attention to detail.
- Responded to all incoming emails and phone calls during/after business hours.
- Took initiative to call back prospective clients who did not purchase on the first visit.

Momentum Advertising, 09/10-11/11, Account Executive
Sacramento, CA

I worked remotely and independently at a variety of retail outlet to offer their customer's subscriptions to DIRECTV. This position was mainly a hunter position with a very short sales cycle and required a high amount of cold calling face to face.

- Approached customers in a retail environment and solicited their business to subscribe to DIRECTV in a competitive market.
- Was able to establish a quick rapport with potential clients in order to make a presentation of how DIRECTV can benefit them and their house hold.
- Able to maintain quota and goals in a highly competitive market where the sale is based more on value than price.
- Successfully operated in a competitive environment with a short sales cycle and very few return calls.

Bed Bath and Beyond, 05/09-11/09, Sales Associate
Roseville, CA

Provided customer service and extensive product knowledge to customers while continuing to maintain sales goals

- Handled online orders, store to store transfers, returned orders
- On-going product and recall updates
- Operate cash register
- Create and assist in managing bridal registries
- Ability to check store inventory through various computer programs
- Kept store organized and stock replenished
- Able to process returns on merchandise